

# Fire Safety Guideline

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## 1. Scope of Validity

This fire protection guideline regulates the requirements for general and use-related fire prevention, firefighting, and safety in faytech AG facilities. Furthermore, it defines generally binding duties of care.

## 2. Principles

- 1 Fire and open flames, heat, electricity and other types of energy, flammable, or explosive substances as well as machines, apparatus, etc. must be handled in such a way that no fires or explosions are caused or can occur.
- 2 The fire protection officer and the employees of faytech AG shall ensure on their own responsibility that the safety of persons and property is guaranteed. They shall keep escape and rescue routes clear at all times, check the operational readiness of fire alarm and firefighting equipment and fire control systems, instruct personnel and issue instructions for alerting the fire department and for conduct in the event of fire.
- 3 The fire protection officer and the employees of faytech AG are responsible for ensuring that facilities for structural, technical, and defensive fire protection. They are also responsible for maintaining building services equipment as intended and are ready for operation at all times.
- 4 Anyone who supervises others shall ensure that they are instructed and exercise the necessary caution.
- 5 Anyone who discovers a fire or signs thereof shall immediately alert the fire department and any persons at risk.

## 3. General Fire Prevention

### 3.1. General

- 1 Fire prevention is ensured, in particular, by organizational measures:
  - Keeping escape and rescue routes clear.
  - Maintaining proper order in terms of fire protection.
  - Carrying out periodic operational checks.
  - Rectification of defects.
- 2 The management board of faytech AG has ensured the measures necessary to guarantee fire safety in terms of organization and personnel.

- 3 If required by fire hazards, occupancy, type or size of buildings and facilities or operations, fire protection and fire department plans shall be prepared at the request of the fire protection authority. These shall provide information on existing uses, special fire hazards, escape and rescue routes, fire department access, fire resistance of supporting structures and fire compartments as well as installed technical fire protection equipment such as automatic fire alarm and extinguishing systems, smoke and heat extraction systems, evacuation systems and the like.
- 4 The operating personnel are informed and instructed about special fire hazards, installed fire protection equipment and what to do in the event of an incident.

### 3.2. Duties of Care

Duties of care include, in particular:

- 1 Flammable liquids, containers with flammable gases and other flammable materials must be kept far enough away from fireplaces, firing systems, cooking stoves, electrical equipment, and the like, ensuring no fire or explosion hazard can arise.
- 2 Flammable and explosive substances and goods may not be handled in the vicinity of open fires, combustion plants, radiant heaters, spark-generating devices and the like.
- 3 No smoking or handling of open flames in basements, screeds, barns, stables, and other places where highly combustible materials and objects are accumulated, as well as in areas subject to explosion hazards.
- 4 Hot work, such as welding, soldering, or spark-generating grinding and cutting work, may only be carried out in compliance with the necessary safety precautions. If hot work is unavoidable during operation, it must be approved by the person responsible for the operation. The necessary safety precautions must be recorded in writing on a permit for hot work.
- 5 Hot ash and smoking waste may only be stored in non-combustible and closed containers on a non-combustible base.
- 6 Cleaning rags and cleaning threads containing highly flammable liquids or liquids tending to spontaneous combustion must be stored in non-flammable and closed containers on a non-flammable base.
- 7 Electrical energy consumers of all kinds, such as heaters, motors, lights, kitchen appliances, etc., must be set up, installed, operated, and maintained in such a way that there is no risk of ignition for combustible parts of the building or other objects. The manufacturer's instructions must be observed.
- 8 Transport containers of flammable liquid gases, regardless of their filling level, must not be stored in basements inside buildings and installations. Transport containers must be placed in such a way that escaping gas cannot reach lower-lying rooms and shafts (even outdoors).

### 3.3. No Smoking Policy

- 1 Smoking is prohibited in areas where flammable or explosive substances are stored, sold, handled, or where there is an increased risk of fire or explosion for other reasons (risk of forest fires, etc.).
- 2 Smoking in buildings of faytech AG is strictly prohibited.
- 3 faytech AG has made the prohibition visually recognizable where smoking is not permitted.

### 3.4. Common Policies

- 1 Owners and users are responsible for ensuring that all organizational and personnel measures are taken to ensure adequate fire safety.
- 2 If required by fire hazards, occupancy, type or size of buildings and facilities or companies, fire protection concepts and fire protection plans are to be drawn up at the request of the fire protection authorities.
- 3 Employees of faytech AG as well as personnel of third-party companies shall be instructed on how to behave in case of fire.

### 3.5. Maintenance and Control Obligations

- 1 The operational readiness of fire protection equipment must be ensured by regular checks and maintenance, as well as documented in writing.
- 2 Operational changes and extraordinary situations (e.g., repair or conversion work, temporary shutdown of fire alarm or extinguishing systems, etc.) require immediate adaptation of the fire protection concept.
- 3 If various technical facilities are required in buildings and installations to ensure the protection of persons and property, integral tests must be carried out at regular intervals.

### 3.6. Safety Officer for Fire Protection

#### 3.6.1. General

- 1 The Fire Safety Officer of faytech AG shall ensure fire safety within the scope of the applicable regulations in accordance with the specifications. In particular, he is responsible for compliance with and monitoring of structural, technical and organizational fire protection.
- 2 He shall participate in the planning and execution of conversions and shall ensure that the requirements of structural and technical fire protection are met in the process.

- 3 He is provided with the necessary competences and resources for this task by the management and has the necessary qualifications.
- 4 The tasks, rights and duties are set out in a specification sheet. The specifications are based on the needs and circumstances of the respective company.

### 3.6.2. Function and tasks

The fire safety officer(s):

- Ensure that escape and rescue routes are kept clear.
- Are contact persons for the fire protection authorities.
- Ensure fire prevention and fire safety in the company.
- Carry out periodic inspections.
- Ensure the maintenance of all fire protection equipment.
- Enforce proper fire safety order.
- Supervise repair and alteration work.
- Supervise personnel measures around organizational fire protection.
- Ensure that personnel are trained in the use of the company's own extinguishing agents.
- Ensure compliance with the measures ordered.
- Supervise internal operational planning in the event of a fire.
- Have operational plans drawn up in cooperation with the fire department.
- Ensure the rapid alerting of the fire department.
- Ensure free access and briefing of the fire department.
- Undergo further training in the field of fire safety.

## 4. Safety Organization for Fire Protection

### 4.1. General

- 1 faytech AG has a customized fire protection safety system.
- 2 Suitable measures such as alerting, and deployment concepts ensure that rescue forces can be alerted and deployed quickly.
- 3 Immediately after the external and internal alarm has been sounded, all persons affected or endangered by the event shall be rescued from the immediate danger area, if reasonable.

### 4.2. Planning in Case of Fire

The behavior in case of fire and the alerting are planned with the involvement of the rescue forces.

### 4.3. Fire Drills for Safety Organization for Fire Protection

- 1 Practical fire safety drills must be carried out.
- 2 Employees must be instructed on the function and effect of the existing fire protection equipment.

## 5. Fire Fighting

### 5.1. General

Suitable measures (such as fire department deployment plans, alarm, and deployment concepts, etc.) must be planned for structures with increased risk so that the responsible fire department can be alerted and deployed quickly.

### 5.2. Access for the Fire Department

- 1 Buildings and facilities must be accessible at all times for the rapid and expedient deployment of the fire department.
- 2 Annexes, outbuildings and connecting buildings must not hinder the fire department's operations. Access roads and installation sites for fire-fighting vehicles shall be defined, marked, and kept clear, at all times where necessary.

*\* For reasons of better readability, the simultaneous use of the language forms male, female and diverse (m/f/d) in the text is waived.*

*All references to persons apply equally to all genders.*